



## NON-MANDATORY PRE-BID MEETING

March 18, 2020 AT 10:00 AM

BETHUNE POINT WATER RECLAMATION FACILITY GENERATOR  
REPLACEMENT

ITB No 20343

1 Shady Place, Daytona Beach, FL 32114

### PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Solicitation Requirements
- Review Contract Requirements

### INTRODUCTION:

City Staff: Kirk Zimmerman, Buyer  
Eric Smith, Project Manager  
Burl Dean Reardon, Engineer/Architect

### DISCUSSION:

1. NON-MANDATORY PRE-BID CONFERENCE for **ITB 20343, BETHUNE POINT WATER RECLAMATION FACILITY GENERATOR REPLACEMENT**. Attendees, please sign registration roster. Please print clearly!
2. SUBMIT ONE ORIGINAL BID to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 on or before **2:00 pm. sharp on April 15, 2020**. No Proposals will be accepted after **2:00 pm**.
3. ALL QUESTIONS or requests for interpretation must be submitted in writing to Kirk Zimmerman, at **Fax Number (386) 671-3964** or via email to **purchasing@codb.us**. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 10 days prior to the bid opening. (4/6/2020)
4. THE CITY OF DAYTONA BEACH COMMISSIONERS reserves the right to accept or reject any or all Bids.
5. BID FORMAT:
  - Fill out in ink, initial any corrections, redlines, etc. and properly execute.
  - Submit one original

- Acknowledge receipt of any and all addenda on the Bid Proposal Form.
6. SEALED BIDS: Bidders must indicate the following on their sealed bid envelope:
    - ITB Number –20343
    - Date of Opening – April 15, 2020
    - Name of Bidder
    - Return Address of the Bidder
  7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
  8. MBE/WBE CONTRACT PARTICIPATION AND EMPLOYMENT: Bidders' attention is directed to the Minority and Women Owned Business Enterprise (MBE/WBE) contract participation and minority and women employment provisions of the Bid Documents contained in the Special Instructions.

Bidders are asked to make a good faith effort to achieve 10% contract participation by certified MBE/WBE subs and suppliers and to document those efforts on Attachment A, "Good Faith Effort Documentation" and to report on the results of those efforts on Attachment B, "MBE/WBE Contract Participation". Attachment A & B should be submitted with the Bid.

The State of Florida Office of Supplier Diversity maintains a searchable database of Florida Minority and Woman Owned Businesses. Bidders may utilize that database or any other public agency maintained database of certified MBEs and WBEs to locate and contact MBE/WBEs for potential participation in the Bid. The database may be accessed through the Purchasing Division webpage: <http://www.codb.us/841/purchasing> by clicking the "Minority & Women Owned Business Enterprise" link.

*Employment* .The city commission has established a goal of 10% employment of minorities and women (combined) in the work forces of its contractors and subcontractors.

Bidders should list the total number of employees and total number and percentage of minority and women employees working for the Bidder on Attachment C and submit that Attachment with the Bid.

Bidders should list the total number of and percentage of minority and women employees working for each subcontractor and supplier. Bidders should submit Attachment D, "Subcontractor/Supplier Employment Levels", upon issuance by the City of a Notice of Intent to Award.

9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor's performance during the referenced project. Contact persons must have been informed that they are being used as a

reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.

10. LOCAL PREFERENCE: Local preference is applicable to this project. Chapter 30 of the City's Code of Ordinances defines "local vendor" and outlines the procedure for requesting best and final offers from the low bidder and the lowest priced local vendor within 10% of the low bid.
11. CITY COMMISSION has the sole authority to bind the City to the terms and conditions of a contract.
12. SUBSTANTIAL COMPLETION Time is **210 days**, Final Completion within **240 days** of Notice to Proceed.
13. LIQUIDATED DAMAGES of **\$570** per day for failure to achieve Substantial Completion; **\$285** per day for failure to achieve Final Completion.
14. BOND REQUIREMENTS: 10% Bid Security. If Contract Award exceeds \$100,000, 100% Payment and Performance Bonds.
15. INSURANCE PROVISIONS: Commercial General Liability, Auto Liability, limits not less than \$1 million/occurrence; with general aggregate not less than \$2 million. City named as additional insured for Commercial General Liability. Statutory Workers' Compensation limits not less than \$500,000/accident. The CONTRACTOR is required to maintain Builders Risk Insurance on an "all risk" basis, including but not limited to the completed value basis on the insurable portion of the work for the benefit of the CITY, the CONTRACTOR and Subcontractors as their interests may appear.
16. SPECIAL INSTRUCTIONS: (SI's are attached to the back of this agenda)
17. BID FORMS/SCHEDULE:
  - The Bid Proposal Letter, the Bid Schedule, and all other required Forms must be completed. All blank spaces must be filled with dark ink or via typing. All corrections and erasures must be initialed by the party submitting the Bid on behalf of the Bidder.
  - If this solicitation requires unit prices and there is a conflict between the unit prices and the extended totals, the unit price will take precedence.
  - The Bid may not contain qualifications or exceptions of any kinds.
  - Acknowledge addenda at the proper place on the Bid Proposal Letter.



## SPECIAL INSTRUCTIONS

**SI 1. MINIMUM CONSTRUCTION EXPERIENCE QUALIFICATIONS.** The Bid requires that the BIDDER HAS sufficient experience in similar construction projects. This Special Instruction sets forth certain Minimum Construction Experience Qualifications (“Minimum Qualifications”) that must be met by the BIDDER, and describes the reference information that the BIDDER must submit as part of the Bid to allow the City to confirm that these Minimum Qualifications are met. The imposition of the Minimum Qualifications stated herein will not be deemed to restrict the City’s ability to determine whether the BIDDER is “responsible” as that term is referenced in Section 30-82(8) of Chapter 30 of the City of Daytona Beach Code of Ordinances.

1. Definitions.

“Task” means the following specific type of construction-related activity: Stand-by Power Upgrades

2. Who Must Meet the Minimum Qualifications?

The BIDDER must meet a Minimum Qualification associated with a Task listed below, if the BIDDER proposes to perform 50% or more of the Task through the BIDDERS’ own forces for the Project. A Significant Task Subcontractor must meet a Minimum Qualification associated with a Task listed below, if the BIDDER proposes to have the Subcontractor perform 50% of the Task in the course of the Project.

3. What are the Minimum Qualifications?

The Minimum Qualifications are:

- A. Stand-by Power Upgrades:** The BIDDER shall be a licensed contractor and shall have completed a minimum of three (3) projects of similar scope and standby power capacity (1.0 MW) at an active water/wastewater treatment facility, while maintaining operation of the facility at all times. Contractor shall provide three (3) project examples with references that were completed within 10 years of the due date of this ITB.

A project will be considered counted toward meeting the applicable Minimum Qualification listed above only if, in addition the conditions referenced, both of the following conditions are met: (i) the project was undertaken, or the BIDDER’s portion of the project completed, no earlier than 2010, and (ii) the BIDDER performed at least 50% of the Task described for that project.

A project will be deemed “successful” only if: (i) the entire project, including the Task referenced, achieved final acceptance; or (ii) the Task referenced was deemed substantially complete (i.e., the Facility Owner accepted the equipment installed or other result of the Task for the Facility Owner’s beneficial use).

A project will not be deemed to be “successful” for purposes above, even if it otherwise meets the foregoing, conditions, if any of the following occurred: (i) the BIDDER was terminated from the project for cause, (ii) in association with the work listed, the BIDDER received any enforcement agency warning letters, administrative fines or penalties, or the BIDDER was required to pay damages by a court of law, for Occupational Safety and Health Administration (OSHA) violations in association with work; (iii) after project completion, the Facility Owner requested the BIDDER to provide warranty work and the BIDDER failed to provide such work to the Facility Owner’s satisfaction; or (iv) the Facility Owner or the Facility Owner’s contact person (listed below), for any other reason provides the City a negative reference regarding the BIDDER.

#### **4. What is the BIDDER Required to Provide?**

To help the City determine whether the required Minimum Qualifications are met, the BIDDER must submit the following as part of the signed and sealed Bid. All documents are included at the end of this Section (“Reference Package”)

A. A list of Significant Task Subcontractors, including the name of the person or firm, and the task for which the Subcontractor will act as a Significant Task Subcontractor.

B. A Reference Package. The Reference Package will contain a title page containing the CITY contract number and title as referenced in the Invitation to Bid; the name of the CONTRACTOR, followed by References for the BIDDER. The References will be tabbed and indexed.

C. Each Project contained within the Reference Package will contain a sufficient number of references to show that the Minimum Qualification is being met. Three references must be provided to show that the Minimum Qualification is met. The Reference Package, on the following pages, should be used to show that the Minimum Qualifications are met.

The BIDDER is encouraged to provide a backup Contact Person in each instance in case the City is unable to reach the primary Contact Person.

#### **5. How will the city use the Information Submitted Above?**

In evaluating the Bids received, the City intends to contact each reference listed (and with respect to OSHA violations, the appropriate agencies) to verify that the Minimum Qualifications were met. BIDDERS meeting the Minimum Qualifications (including with respect to their Significant Task Subcontractors) will be considered qualified to perform the work and their Bid considered responsive provided other material requirements of the Bid are met. NOTE: A BIDDER is not prohibited from listing more than the minimum number of projects to show that a specific Minimum Qualification is met (provided the BIDDER complies with the space).



